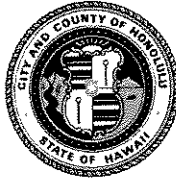


DEPARTMENT OF PARKS AND RECREATION
CITY AND COUNTY OF HONOLULU

KAPOLEI HALE, 1000 ULUOHIA STREET, STE. 309 o KAPOLEI, HAWAII 96707
Phone: (808) 768-3003 o FAX: 768-3053 o Internet: www.honolulu.gov



MUFI HANNEMANN
MAYOR

LESTER K. C. CHANG
DIRECTOR

GAIL Y. HARAGUCHI
DEPUTY DIRECTOR

February 28, 2008

The Honorable Barbara Marshall, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED

HAR 6 1 34 PM '08
CITY CLERK
HONOLULU, HAWAII

Dear Chair Marshall and Councilmembers:

Section 2-17.2(a) of the Revised Ordinances of Honolulu relating to budget execution, authorizes the Mayor to establish, fill and allot funds for temporary positions that are not included in the Executive Operating Budget Ordinance, after notifying the City Council. In accordance with the provisions of this ordinance, this notification is hereby submitted for one part-time, temporary Clerk for the Department of Parks and Recreation. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One part-time Clerk as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

Initial: 4 months

Anticipated Dates: March 1, 2008 to June 30, 2008, or upon approval.

3. Cost of the Temporary Position:

552 hours x \$11.87 = \$6,552.24

The Honorable Barbara Marshall, Chair
and Members of the City Council
February 28, 2008
Page 2

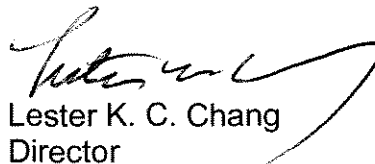
4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

The source of savings to finance the contracted position is available through salary savings.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

The Department of Parks and Recreation will begin implementing new procedures that include annual pre-employment medical screening of contract hires, digital fingerprinting of contract hires and implementation of UPW drug testing program. The additional workload created by these new requirements cannot be accommodated with existing staff. The temporary position will fulfill the need to accommodate the additional workload until approval can be obtained to create a new position.

Sincerely,



Lester K. C. Chang
Director

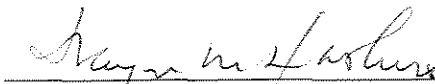
LKCC:ky

RECOMMEND APPROVAL:



Mary Patricia Waterhouse, Director
Department of Budget and Fiscal Services

APPROVED:



Wayne M. Hashiro, P.E.
Managing Director